

OPPPM NOTICE NO. *file*

10/1/80

*SS*

OFFICE OF PERSONNEL POLICY, PLANNING, AND MANAGEMENT NOTICE

SUBJECT: Special Pay Rates for Certain Clerical Positions

STAT

STAT

1. Under Section 5303 of Title 5, United States Code and Executive Order 11721, as amended, the Office of Personnel Management has established special minimum salary rates and rate ranges at GS-02 through GS-06 for positions [redacted] that are allocable to the following series: GS-0312, Clerk Stenographer and Reporter Series; GS-0318, Secretary Series; GS-0322, Clerk Typist Series; and GS-0356, Data Transcribing Series; and for all other positions with the required skill of typing or stenography. The rates and position categories to which the rates apply are shown in the attached schedule.

STAT

2. The effective date of the new schedule is 1 October 1980. The pay rate of each employee will be fixed at the numerical step in the special rate range which corresponds to the employee's existing numerical step in the rate range for his or her grade or level.

3. Employees are entitled to saved rates when reassigned to positions beyond the geographical area for which special rates are authorized.

4. On and after the effective date, all new employees in the specified position categories will be hired at the new minimum rates.

5. The following information will be required on Form 1152, Request for Personnel Action, which is prepared for employees in the position categories to which the special pay rates apply:

STAT

[redacted]

b. Under Item 14, Classification Schedule, use "GSH" designation.

Harry E. Fitzwater  
Director of Personnel Policy,  
Planning, and Management

Attachment:  
Special Pay Schedule

SELECT CLERICAL PAY SCHEDULE  
PER ANNUM RATES  
Effective 1 October 1980

STAT

GRADE	INCREMENT	1*	2	3	4	5	6	7	8	9	10
GSH-02	289	\$10,109	\$10,398	\$10,687	\$10,976	\$11,265	\$11,554	\$11,843	\$12,132	\$12,421	\$12,710
GSH-03	326	11,070	11,396	11,722	12,048	12,374	12,700	13,026	13,352	13,678	14,004
GSH-04	365	12,058	12,423	12,788	13,153	13,518	13,883	14,248	14,613	14,978	15,343
GSH-05	409	13,084	13,493	13,902	14,311	14,720	15,129	15,538	15,947	16,356	16,765
GSH-06	456	14,128	14,584	15,040	15,496	15,952	16,408	16,864	17,320	17,776	18,232

\*Corresponding Statutory Rates:

GS-02 - Sixth  
GS-03 - Fifth  
GS-04 - Fourth  
GS-05 - Third  
GS-06 - Second

Occupation categories to which the above rates apply:

GSH-0312.01 Clerk Stenographer	GSH-0322.06 Transcriptionist
GSH-0312.02 Shorthand Reporter	GSH-0322.07 Word Processing Operator Supervisor
GSH-0318.01 Secretary-Stenographer	GSH-0322.08 Word Processing Operator
GSH-0318.02 Secretary-Typing	GSH-0322.09 Clerk Typist - Foreign Language
GSH-0318.03 Secretary	GSH-0356.11 Word Processing Operator - Proofreader
GSH-0322.01 Clerk Typist	GSH-0356.01 Data Transcriber
GSH-0322.02 Typing Unit Supervisor	GSH-0356.02 Data Transcriber Supervisor
GSH-0322.03 Publications Typist	GSH-1105.05 Procurement Clerk - Stenography
GSH-0322.04 Publications Unit Supervisor	

as well as all other positions with the required skill of Typing or Stenography.